



City of Kankakee

Position Title:	Communications Intern	FLSA:	Volunteer
Dept/CC:	Communications	Reports to:	Marketing & Communications Coordinator
Original Date:		Revised Date:	
Job Code:		Grade:	

Position Purpose: The Communications Intern will assist the Marketing and Communications Coordinator with program campaigns, calendars, press releases, creating graphics, social media updates, website updates and support at live and online events.

Essential Functions

1. Work with the Marketing and Communications Coordinator to create and implement program campaigns
2. Develop content calendars on a weekly and monthly basis for City initiatives and activities
3. Monitor analytics with social media postings to identify viable ideas
4. Help Coordinator create engaging blog and social media content
5. Assist in the general distribution of press releases, flyers and media alerts
6. Provide support to our marketing team at live and online events

Marginal Functions (list in order of importance)

- Performs both essential and marginal job functions in a safe manner as identified by the City of Kankakee and the respective department while adhering to the City's confidentiality norms and standards. Actively and consistently demonstrates the core values of the City of Kankakee in all interactions with others.
- Assumes responsibility for knowing and maintaining established city and departmental objectives, policies/procedures including general sanitation, safety, environmental and infection control standards.
- Participates in performance activities including problem identification, data collection, solution selection, implementation and evaluation. Also assists in the care and maintenance of departmental equipment and supplies as appropriate.
- Participates in staff meetings and other inservices, meetings or committees as required.

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General Job Requirements

- College courses leading to Bachelor's Degree in Communications or related field
- Excellent oral and written communication skills
- Working knowledge of Facebook, Twitter, Instagram, YouTube, Pinterest, LinkedIn
- Basic knowledge of social media analytics
- Basic knowledge of Photoshop or system that we use

To perform the job successfully, an individual should demonstrate the following competencies in performance of the essential functions of this position.

- Problem solving—the individual identifies and resolves problems in a timely manner, gathers and analyzes information skillfully and maintains confidentiality.
- Interpersonal skills—the individual establishes relationships quickly with all levels of employees within the organization, is able to maintain confidentiality, and remains open to others' ideas and ways of doing things.
- Communication—the individual speaks clearly and persuasively in positive or negative situations; able to produce written documents and communications that provide clear expression of ideas or goals; is able to actively listen to gain an understanding of a situation and respond accordingly.
- Planning/organizing—the individual prioritizes and plans work activities and uses time efficiently.
- Quality control—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality; ability to edit work for spelling and grammar and presents numerical data effectively.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.

Reporting Relationship:

Machines, tools, equipment and work aids required: General office equipment

Human Resources: _____ Date: _____

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JOB SPECIFICATIONS (Minimum Requirements)

A. EDUCATION Specialized Courses or training beyond High School Type: College Credit

B. EXPERIENCE More than one year up to three years Type:

C. SKILLS (Check all related experiences, attributes or skills required to perform the job.)

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Communication skills | <input checked="" type="checkbox"/> Spelling/Grammar skills | <input type="checkbox"/> Supervisory skills |
| <input type="checkbox"/> Team Building skills | <input checked="" type="checkbox"/> Creative thinking | <input checked="" type="checkbox"/> Demonstrates initiative |
| <input checked="" type="checkbox"/> Typing skills 45WPM | <input type="checkbox"/> Organization skills | <input type="checkbox"/> Analytical skills |
| <input checked="" type="checkbox"/> Basic reading/math skills | <input type="checkbox"/> Bilingual skills | <input checked="" type="checkbox"/> Interpersonal skills |
| <input checked="" type="checkbox"/> Customer Service skills | <input type="checkbox"/> Clerical skills (specify) * | |
| | <input checked="" type="checkbox"/> Computer skills (specify) * Office | |

D. PHYSICAL REQUIREMENTS

- | | |
|--|---|
| <input checked="" type="checkbox"/> Ability to perform repetitive tasks | <input type="checkbox"/> Ability to adapt to shift work |
| <input checked="" type="checkbox"/> Ability to reach above shoulder level | <input type="checkbox"/> Ability to tolerate exposure to extreme heat |
| <input checked="" type="checkbox"/> Ability to distinguish colors | <input type="checkbox"/> Ability to tolerate exposure to extreme cold |
| <input checked="" type="checkbox"/> High degree of manual dexterity | <input checked="" type="checkbox"/> Ability to tolerate exposure to dust and/or fumes |
| <input type="checkbox"/> Moderate degree of manual dexterity | <input type="checkbox"/> High degree of physical flexibility |
| <input type="checkbox"/> Ability to work with chemicals and detergents | <input checked="" type="checkbox"/> Ability to sit for periods of time |
| <input checked="" type="checkbox"/> Ability to grip | <input checked="" type="checkbox"/> Ability to climb stairs or ladder |
| <input checked="" type="checkbox"/> Ability to bend a knee | <input checked="" type="checkbox"/> Ability to lift 25 pounds |
| <input type="checkbox"/> Ability to crawl | <input checked="" type="checkbox"/> Ability to squat |
| <input checked="" type="checkbox"/> Ability to stand for long periods of time | <input type="checkbox"/> Ability to perform CPR |
| <input checked="" type="checkbox"/> Ability to maneuver (pulling, pushing, lifting) | <input type="checkbox"/> Other (specify) * |
| <input checked="" type="checkbox"/> Ability to walk the equivalent of 3 miles per day | |

E. MENTAL AND EMOTIONAL REQUIREMENTS

- | | |
|--|--|
| <input checked="" type="checkbox"/> Ability to cope with a high level of stress | <input checked="" type="checkbox"/> Ability to handle multiple priorities in a stressful situation |
| <input type="checkbox"/> Ability to make fast decisions under pressure | <input checked="" type="checkbox"/> Ability to assist with problem resolution |
| <input type="checkbox"/> Ability to cope with the anger/fear/ hostility of others in a calm manner | <input checked="" type="checkbox"/> Ability to work alone |
| <input checked="" type="checkbox"/> Ability to manage altercations | <input type="checkbox"/> Ability to demonstrate a high degree of patience |
| <input checked="" type="checkbox"/> Ability to concentrate | <input type="checkbox"/> Ability to adapt to shift work |
| <input type="checkbox"/> High degree of versatility | <input checked="" type="checkbox"/> Ability to work in areas that are close and crowded |
| <input type="checkbox"/> Ability to cope with confrontation | <input type="checkbox"/> Other (specify) * |

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F. ENVIRONMENTAL FACTORS/WORKING CONDITIONS:

☐ Extreme Heat/Cold
☒ Odor/Fumes
☒ Dampness
☒ Dirt/Dust

☒ Noise
☐ Oil/Grease
☒ Vibrations

☐ Exposure to Toxic Chemicals
☐ Danger of physical abuse
☐ Exposure to blood borne pathogens

G. LICENSES/CERTIFICATIONS:

Select from List
Select from List
Driver's License
Auto Insurance

Type(s):
Type(s):
Unexpired,
Unexpired,

Select from List
Select from List
Required
Required

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